



City of Sanford Residential Alteration / Addition / Renovation Permit Application Guidelines

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

PERMIT APPLICATION AND SUBMITTAL REQUIREMENTS

- ☐ Building Permit Application completed, signed and notarized.
- ☐ Floodplain development application completed and signed if any portion of the property is in a flood hazard area as identified on the most current flood insurance rate map.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- ☐ Application must include correct address and complete parcel I.D. number.
- ☐ Contractor information is required to be included on the permit application (if contractor is applicant).
- ☐ Applicant must include the name of the designated plan review contact person, their phone number and either a fax number or email address on the Building Permit Application form.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Two (2) copies of all applicable plans and related documentation.
- ☐ An accurate, signed and sealed, property survey which shows all improvements on the subject property and within 10 feet on adjacent parcels.
- ☐ Plot plan showing location of proposed improvement(s) and setbacks to property line(s). May need to include infill lot requirements.

Hand-drawn submittals must be submitted on plain white paper and include accurate dimensions, all details that apply to the project, and must be legible.

**** Please see the following pages for construction document submittal guidelines ****

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING, AS APPLICABLE:

SITE PLAN / PLOT PLAN

- ☐ Must indicate the location of the proposed addition.
- ☐ Two (2) copies are required

BUILDING PLAN – Structural

*** If any elements of the addition, alteration or renovation involve altering the structure or any structural elements, the following information must be included and must be signed and sealed by a registered design professional.*

**** Any alteration or change to an exterior wall is considered structural and requires signed and sealed engineered plans.*

- ☐ Two (2) copies of construction documents are required.
- ☐ Construction documents shall indicate code edition being applied
- ☐ Construction type
- ☐ Plans to minimum 1/4" scale
- ☐ Designer information: name, address, registration #, seal and signature on all signed/sealed pages
- ☐ Page size minimum 11" x 17"
- ☐ All pages numbered and labeled
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
 - ☐ Ultimate design wind speed (Vult)
 - ☐ Nominal design wind speed (Vasd)
 - ☐ Risk category
 - ☐ Exposure category
 - ☐ Enclosure classification
 - ☐ Internal pressure coefficient
 - ☐ Component and cladding design wind pressures in terms of psf
 - ☐ Structural Calculations, if necessary

FLOOR PLAN – ALL PERMITS (STRUCTURAL/NON-STRUCTURAL)

- ☐ Floor plan must include a layout of the entire home
- ☐ An existing floor plan and a proposed floor plan must be provided, indicating any structural/non-structural elements, electric, mechanical, plumbing, concrete slabs, and any other relevant details.
- ☐ Must indicate the area that will be altered/renovated
- ☐ Each room must be labeled (Kitchen, Bathroom, Bedroom, Living Room, ect.)
- ☐ Must be legible and to minimum 1/4" scale
- ☐ Include all applicable span lengths and dimensions, including porches

ELEVATION (if applicable)

- ☐ Attic ventilation
- ☐ Roof pitch
- ☐ Roofing material
- ☐ Exterior finish/stucco thickness
- ☐ Height/bearing elevations
- ☐ Window and door opening locations
- ☐ Chimney location/height

ENERGY CALCULATIONS

- ☐ Required for
 - Additions / Removing existing insulation and adding new insulation
 - Converting unconditioned space to conditioned space.
- ☐ Form 402 or Form 405

FOUNDATION / SLAB

- ☐ Foundation plan
- ☐ Filled cells with reinforcement locations
- ☐ Footer denotation/details
- ☐ Footers minimum 12" below grade
- ☐ Interior bearing walls/pads
- ☐ Porch pads/footers
- ☐ Brick ledge detail
- ☐ Slab thickness/steel/fiber mesh
- ☐ Vapor barrier/termite treatment type
- ☐ Reinforcing steel over lap
- ☐ Relieving arch steel at pipe penetrations
- ☐ All wood minimum 6" above grade
- ☐ Crawl space ventilation

ELECTRICAL (if applicable)

***Please note: any renovation, alteration or addition will require the entire home to be updated with smoke detectors, located as required for new construction per FBCR R314*

*** Level 1 Alterations will require 10-year, non-removable battery smoke detectors.*

- ☐ Electrical existing floor plan and proposed floor plan for the work area.
 - Location of receptacles, switches, lighting, fans, disconnecting, service panels, ect.
- ☐ Service riser diagram (for new service, service rebuilds or upgrades to service size)
 - Bonding/Grounding
- ☐ Electrical load calculations
 - Re-wire of 50% or more of home
 - Additions, required on existing home to verify service size is sufficient`
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Smoke/CO alarm locations

MECHANICAL (if applicable)

- ☐ Equipment location
 - Anchorage for condenser, engineered to meet wind loads
 - Protection in garage locations
 - Clearances at equipment
 - Structural detail for air handler in attic
- ☐ Room ventilation
 - Adding or modifying ductwork requires a duct layout.
 - Duct layout must include a floor plan and indicate the duct sizes, R-value, register sizes
- ☐ Exhaust
 - Bath exhausts size and termination
 - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations for new HVAC installations

PLUMBING (if applicable)

- ☐ Plumbing drain, waste and vent schematic for new plumbing installations
- ☐ Bathroom or Kitchen existing floor plan and proposed floor plan.

FUEL GAS (if applicable)

- ☐ BTUs each outlet and total BTUs
- ☐ Pipe type and total length
- ☐ LP regulator and model type
- ☐ Combustion air vents
- ☐ Location of equipment
- ☐ Venting
- ☐ Gas Type
- ☐ Gas Pressure
- ☐ Gas piping riser

ROOF TRUSS LAY OUT (for new engineered trusses)

- ☐ Truss I. D. #s
 - Layout, required on plans and a copy included with truss package
 - Signed/Sealed truss engineering package
- ☐ Strapping/fasteners/truss tie-downs

DETAIL SHEETS OR NOTES

- ☐ Footings
- ☐ Beam to wall and/or post attachments
- ☐ Post/column and beam construction
- ☐ Interior bearing walls
- ☐ Stairs section
- ☐ Chimney construction
- ☐ Dormer construction
- ☐ Floor framing
- ☐ Entry construction
- ☐ Arched windows
- ☐ Bay windows
- ☐ Frame to block connections
- ☐ Knee wall construction
- ☐ Sky light framing
- ☐ Top plate splicing requirements

- ☐ Steel requirements (footer, lintel, vertical pour)
 - Grade
 - Over lap
- ☐ Veneer
- ☐ Shear wall locations and construction
 - Connectors
 - Fasteners
- ☐ Roof sheathing & diaphragms
 - Fasteners
 - Blocking
- ☐ Wall and gable sheathing fastening
- ☐ Gable end, frame and block, vaulted and flat
- ☐ Conventionally framed roof members
- ☐ Glass block
- ☐ Header schedule, including strapping/anchorage and frame supports (bearing walls)
- ☐ Bearing/non-bearing wall detail
- ☐ Typical wall section detail, one and two story, block and frame, for all scenarios
 - Connectors
 - Anchorage bolts
 - Materials and assembly

MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS

- ☐ Roofing components
 - Underlayment
 - Shingles / Tile / TPO / Rolled
 - Off-ridge vents
- ☐ Window and mullion installation instructions
- ☐ Garage door, sliding glass door and swing door installation instructions
- ☐ Siding installation instructions
- ☐ Soffit installation instructions
- ☐ Glass block installation instructions
- ☐ Engineered lumber products installation instructions

PRODUCT APPROVAL

- ☐ Completed Sanford Product Approval specification sheet
- ☐ Florida Product Approval can be located at www.floridabuilding.org.
- ☐ Product Approval must be approved under the current code edition
 - FS 553.842, FAC 61G20-3

These guidelines were compiled to assist the applicant in preparing a residential alteration / addition / renovation permit application submittal and may not be complete. The applicant is required to meet all city of Sanford, state, and federal requirements.